

## Level 1 Competencies

### Instructions

These Job Qualification Performance Requirements must be performed under the direction of a Coach. The purpose of these activities is to verify your ability to correctly perform and verbally explain the required job functions for a Level 1 IT Project Leader managing a small project or sub-project (track of work) on a larger project. The standard to which the task must be accomplished will be that you can perform the job function with some help from your supervisor or coach on your project. The setting will be in your normal work area.

NOTE: Actions Do NOT need to be accomplished in any particular order.

Critical Work Function	Item Number	Competency	Performance Criteria
<b>CWF1: Initiate, scope, and plan project</b>			
	PM1.1.1	Competency	Identify stakeholders, their objectives and gain their approval for the scope of work
	PM1.1.2	Competency	Write a high level scope of work including justification, product description, major deliverables, success criteria, high-level time and cost estimates, assumptions, and constraints
	PM1.1.3	Competency	Refine business, functional and technical requirements with project stakeholders
	PM1.1.4	Competency	Create work breakdown structure (WBS) for the approved scope of work
	PM1.1.5	Competency	Identify the legal and contractual constraints on the scope of work
	PM1.1.6	Competency	Determine measures to track project progress and quality of work
	PM1.1.7	Competency	Develop method and procedures to handle changes to the scope of work
<b>CWF2: Develop project schedule</b>			
	PM1.2.1	Competency	Break down the tasks in the WBS into task elements in order to estimate time and cost requirements
	PM1.2.2	Competency	Sequence task elements and identify dependencies, milestones and critical path
	PM1.2.3	Competency	Estimate the duration and effort for each task element and create a task calendar
	PM1.2.4	Competency	Using WBS, task elements and calendar, estimate resource requirements including people, equipment, facilities, raw materials, and information
	PM1.2.5	Competency	Adjust task calendar based upon team member and stakeholder input and approval
	PM1.2.6	Competency	Create charts, diagrams, and documentation that includes quality criteria for each stage gate to communicate and manage the project
<b>CWF3: Determine Project Cost</b>			
	PM1.3.1	Competency	Using the estimated resource requirements and task calendar, estimate person hours and the cost for each element of the WBS
	PM1.3.2	Competency	Identify skill requirements, sources (internal and external), and evaluate availability of personnel for each WBS
<b>CWF4: Acquire Resources</b>			
	PM1.4.1	Competency	Create organizational chart, list roles, responsibilities and reporting relationships and share with project team members and stakeholders

CWF5:Control Project Changes			
PM1.5.1	Competency	Monitor and evaluate the project's progress with respect to milestones, budgets and timelines	
PM1.5.2	Competency	Conduct informal reviews of team performance	
PM1.5.3	Competency	Examine, measure or test work products and results against pre-determined quality benchmarks and quality methodology endorsed by organization, including user acceptance testing	
PM1.5.4	Competency	Implement processes for identifying, detecting, documenting, approving and managing changes to project scope, schedule, and cost, including changes to resources, requirements, and configuration	
PM1.5.5	Competency	Determine need for and enact preventative and corrective action to mitigate impact of changes to project scope, schedule and cost	
CWF6: Manage Project Risk			
PM1.6.1	Competency	Implement contingency plans for each risk	
PM1.6.2	Competency	Monitor risks that could adversely affect project's progress and quality of work products	
PM1.6.3	Competency	Select, gain support from team members and stakeholders, and implement strategies to manage risk	
CWF7:Execute and Close Project			
PM1.7.1	Competency	Manage the relationship with the client and stakeholders	
PM1.7.2	Competency	Administer vendor, consultant, and outsourcing service contracts and oversee their performance	
PM1.7.3	Competency	Provide feedback to team members and stakeholders about progress and performance	
PM1.7.4	Competency	Manage issues (e.g., use of issue log) and take corrective action when team members fail to meet deadlines, remain within budget, or perform at the required standard	
PM1.7.5	Competency	Distribute project performance reports and information to stakeholders, customers, and team members in a timely manner	
PM1.7.6	Competency	Review and approve attainment of project milestones	